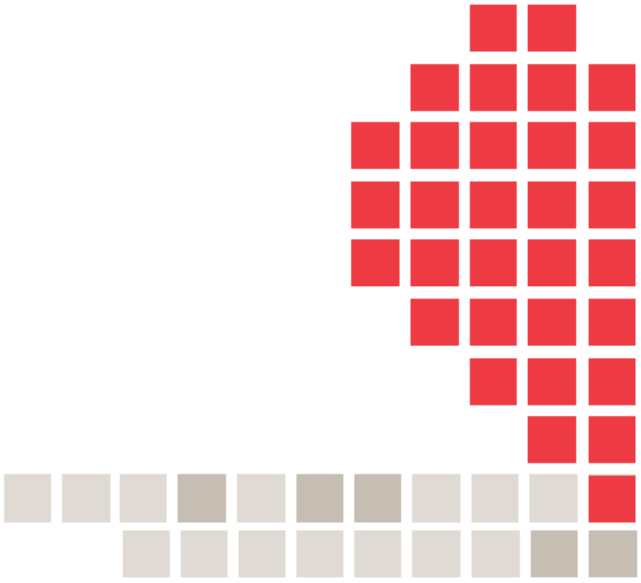
CARDIAC CARE NETWORK

CCN Custom Reporting Service (CRS) User Manual

Version 8.2

February 2015



CARDIAC CARE NETWORK

Introduction to the Cardiac Care Network of Ontario

The Cardiac Care Network of Ontario (CCN) serves as a system support to the Ministry of Health and Long-Term Care (MOHLTC), Local Health Integration Networks (LHINs), hospitals, and care providers and is dedicated to improving quality, efficiency, access and equity in the delivery of the continuum of cardiac services in Ontario. CCN's priority is to ensure the highest quality of cardiovascular care, based on evidence, standards and guidelines, and to actively monitor access, volumes and outcomes of advanced cardiac procedures in Ontario. In addition, CCN works collaboratively with provincial and national organizations to share ideas and resources and co-develop strategies that enhance and support the continuum of cardiovascular care, including prevention, rehabilitation and end-of-life care. Working with key stakeholders, CCN helps to plan, coordinate, implement and evaluate cardiovascular care and is responsible for the Ontario CCN Cardiac Registry. The information collected in the CCN Cardiac Registry includes wait time information as well as specific clinical parameters required to evaluate key components of care and determine risk-adjusted outcomes. Through scientific evidence, expert panels and working groups, CCN uses evidence and consensus driven methods to identify best practice and strategies to effectively deliver cardiovascular services, across the continuum of care.

Introduction to CCN-Custom Reporting Service (CCN-CRS)

In 2014, CCN implemented the CCN Custom Reporting Service (CCN-CRS) that will facilitate end-users' access to their own hospital's registry data. With CCN-CRS, users can run their existing Infoview reports with an enhanced user interface that will provide a more customized experience based on the needs of the end-user. CCN-CRS also includes a Web Intelligence application that is used to run queries against the CCN Cardiac Registry. Simply by dragging and dropping , users can independently extract their own data from the CCN Cardiac Registry without any database experience. After retrieving the data, users can then export the data to other software applications (such as Microsoft Excel) for analysis and presentations.

This manual provides an overview of the CCN-CRScore functions and is comprised in two section: The first part of the manual is a simple step by step introduction to the system; the second section demonstrates how to access the more advanced functionalities offered by the application. This document is intended to be a simple guide to the CCN-CRS system , providing instruction on how users can extract data from the WTIS-CCN Cardiac Registry and export data for analysis and presentation.

CCN-CRS is our new portal for our users that allows users to access their own data.

If at any point you encounter issues or need assistance with the CCN-CRS, please contact the CCN Help Desk at help@ccn.on.ca or call 416-512-7472. The Help Desk team is available Monday to Friday from 8:30 AM to 5:00 PM.

Basic Training

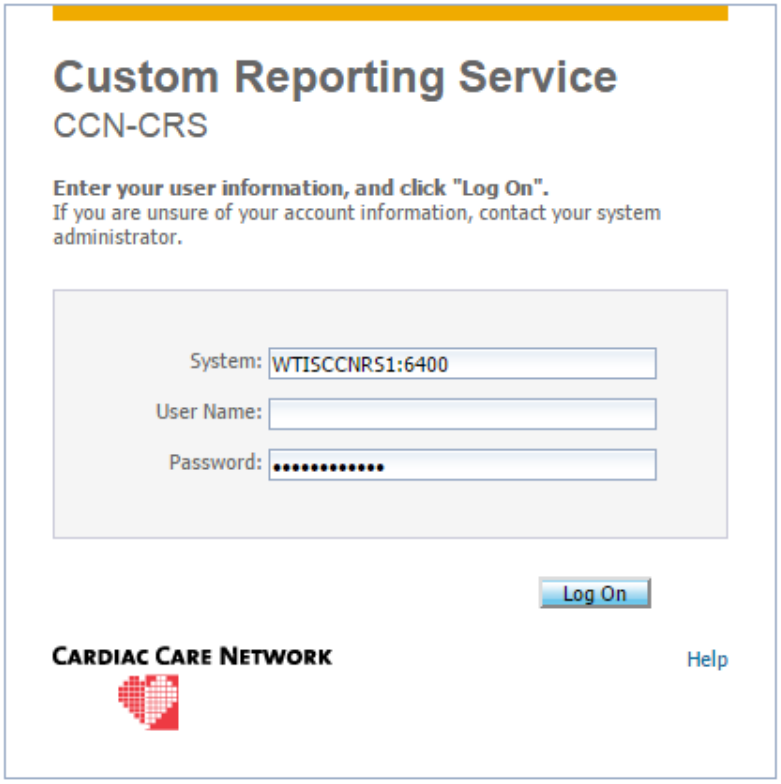
1. Logging In

To log in to CCN-CRS

Go to https://wtisccnrs1.ccn.on.ca/BOE/BI. Each user will have a unique username assigned by CCN.

To log in to the CCN-CRS:

1. Enter your username and password into the form.
2. Press **Enter** or click the **Log On** button.

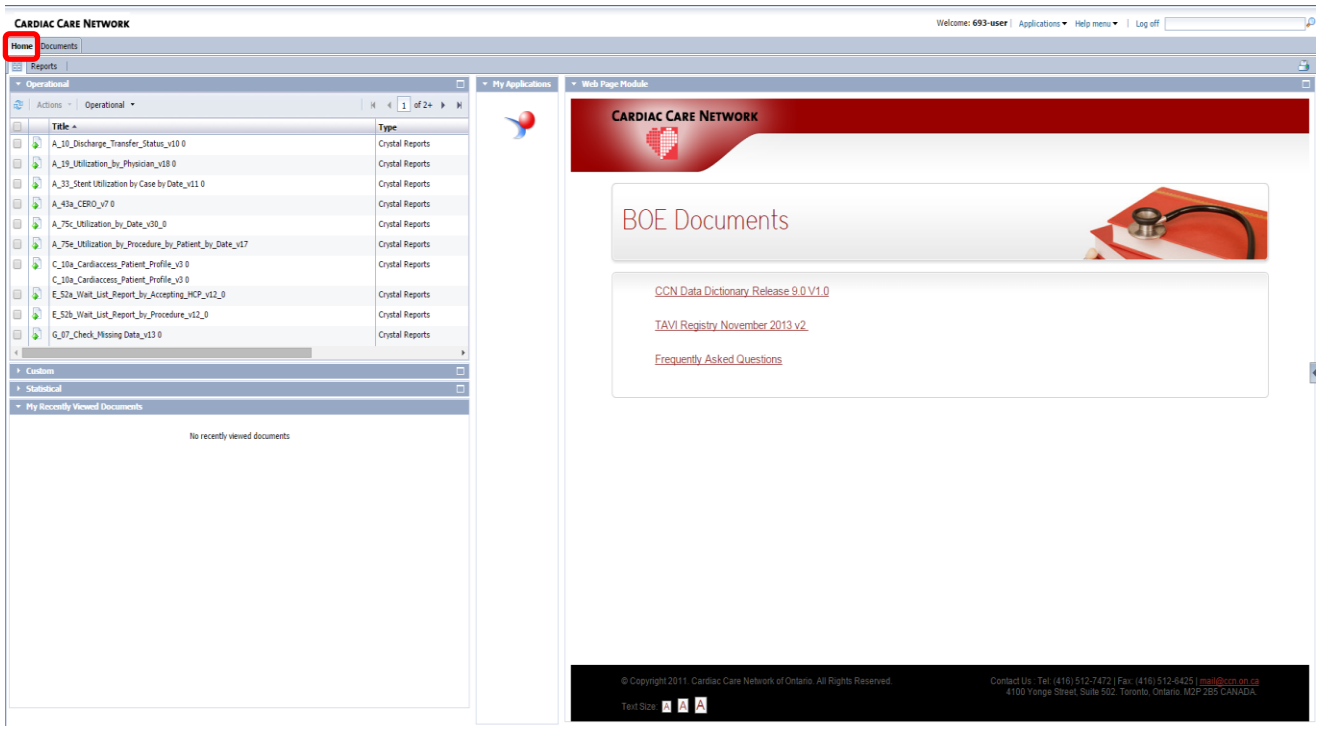


2. Navigating CCN-CRS

2.1 Home Tab

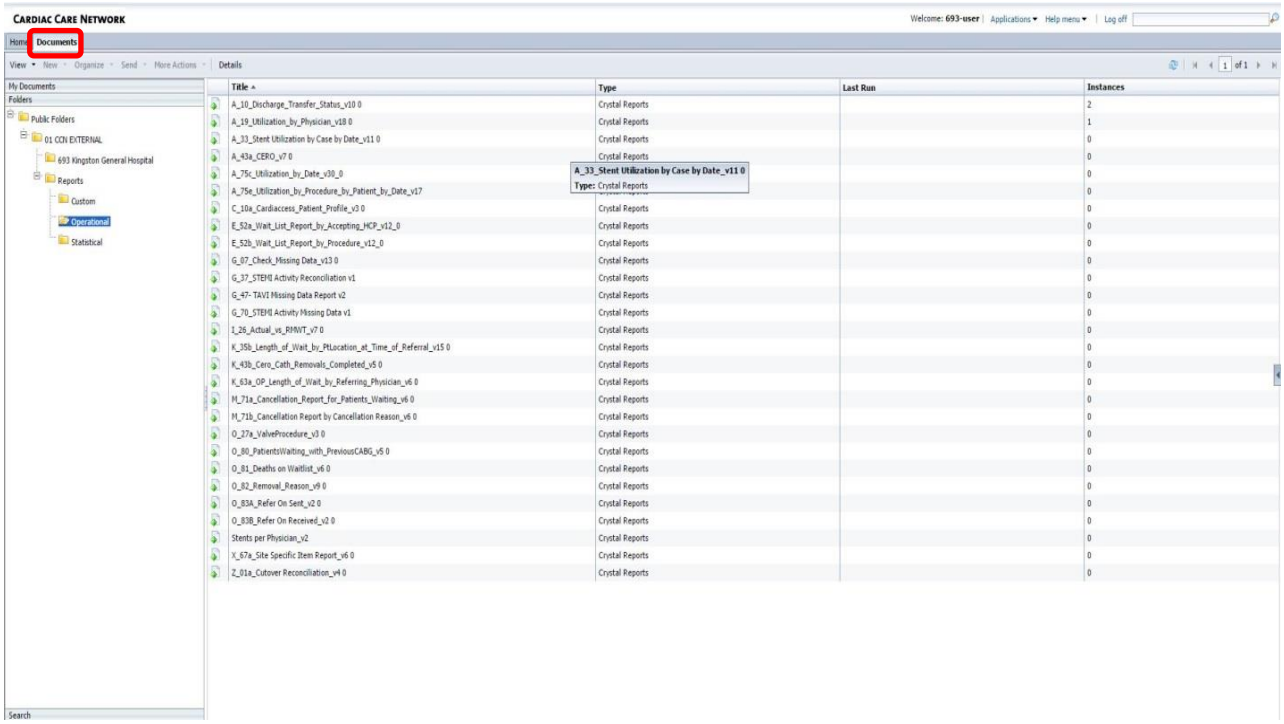
Upon logging in, you will be presented with the Home page below. The Home page is divided into two different tabs, Home and Documents. The **Home** tab consists of the following sections:

1. **Left Navigation Pane** – Lists operational, custom and statistical reports created by CCN.
2. **My Applications** – The Web Intelligence is located here providing you access to the Universe and allowing you to create custom queries and reports.
3. **Web Page Module** – Access to Business Object Enterprise (BOE) documents: CCN Data Dictionary, TAVI Registry and Frequently Asked Questions.



2.2 Documents Tab

The **Documents** tab consists of your own custom hospital name folder where you and your coworkers will be saving your own queries and our pre-built **Custom**, **Operational** and **Statistical** reports. If you have used our Infoview reporting system before you should be very familiar with the **Custom**, **Operational** and **Statistical** folders.



3. My First Web Intelligence Project

In this section, we will be creating a simple query, step by step. The manual will cover the following: launching Web Intelligence, creating a new query, saving the query, and exporting the results.

3.1 CCN-CRS Legend

Web Intelligence Application

Refresh Button

Search Button

New Document

Open Existing Document

Save Document

Print Document

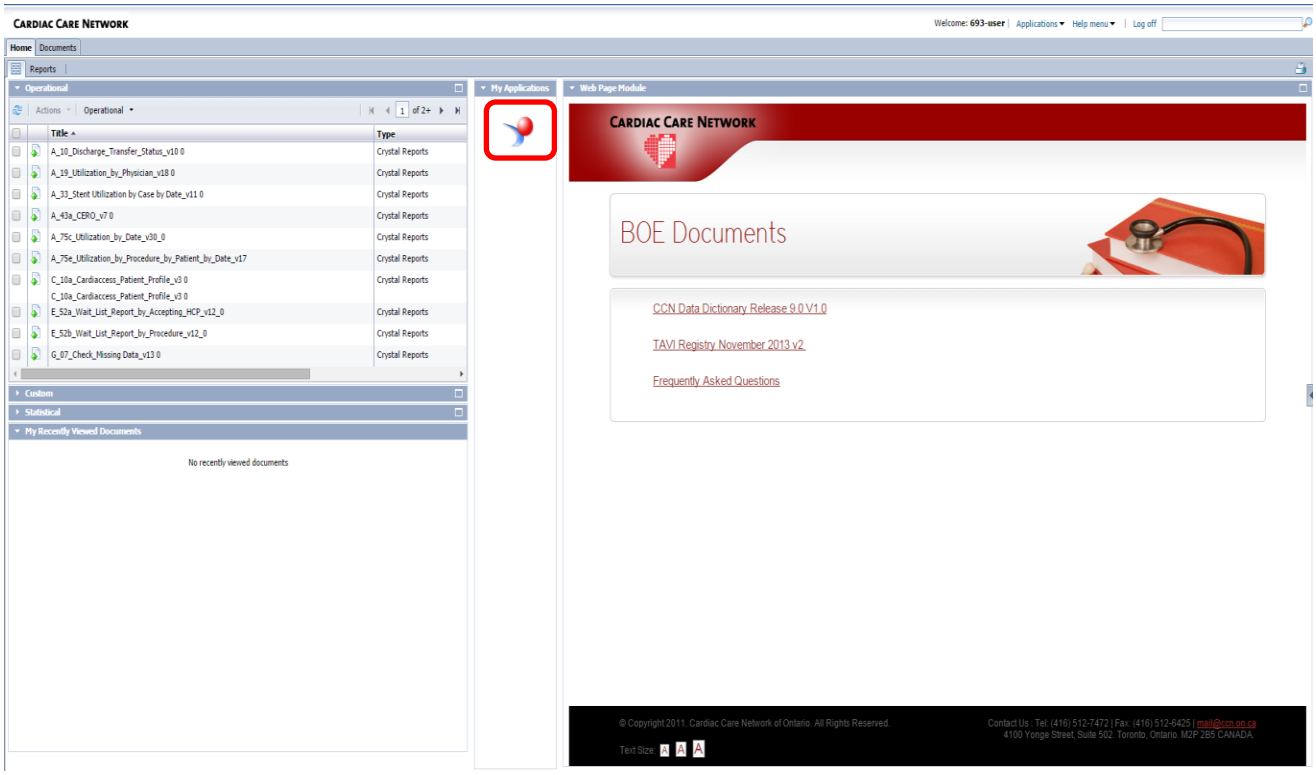
Search Document

Edit Query

New Folder

3.2 Starting Up Web Intelligence

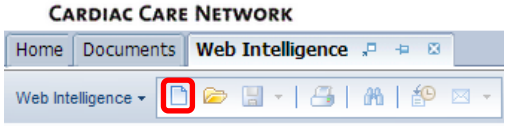
To start up the Web Intelligence you must first be on the Home page as shown below and click the **Web Intelligence** icon located in the **My Applications** section.



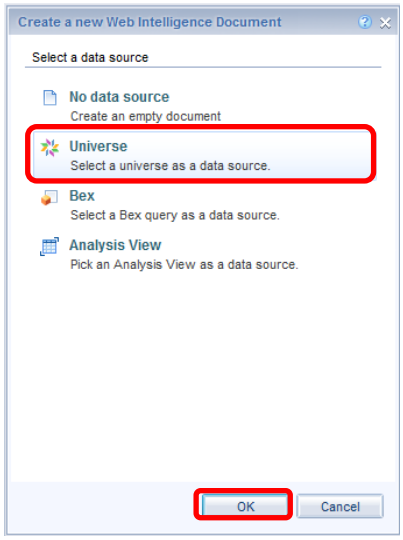
3.3 Starting a New Project

The following images show how to start a new project inside the Web Intelligence software.

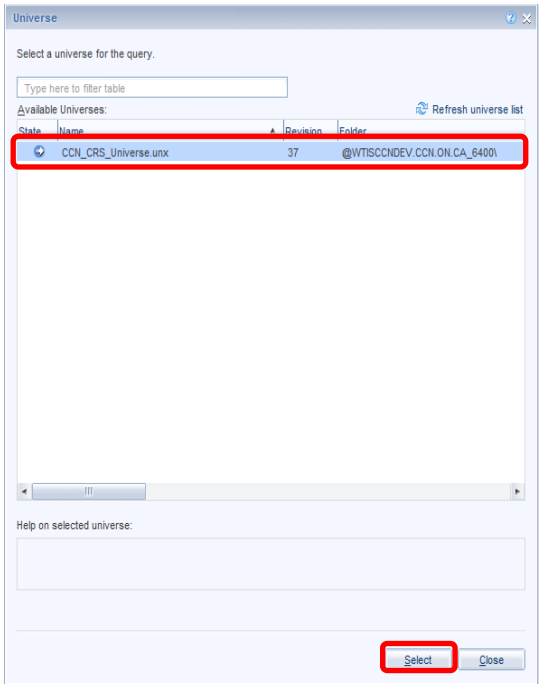
Step 1: From the **Web Intelligence** startup page right at the top there is the icon for new document.



Step 2: In the **Create a new Web Intelligence Document** dialogue window, under **Select a data source**, select **Universe** and then click **OK**



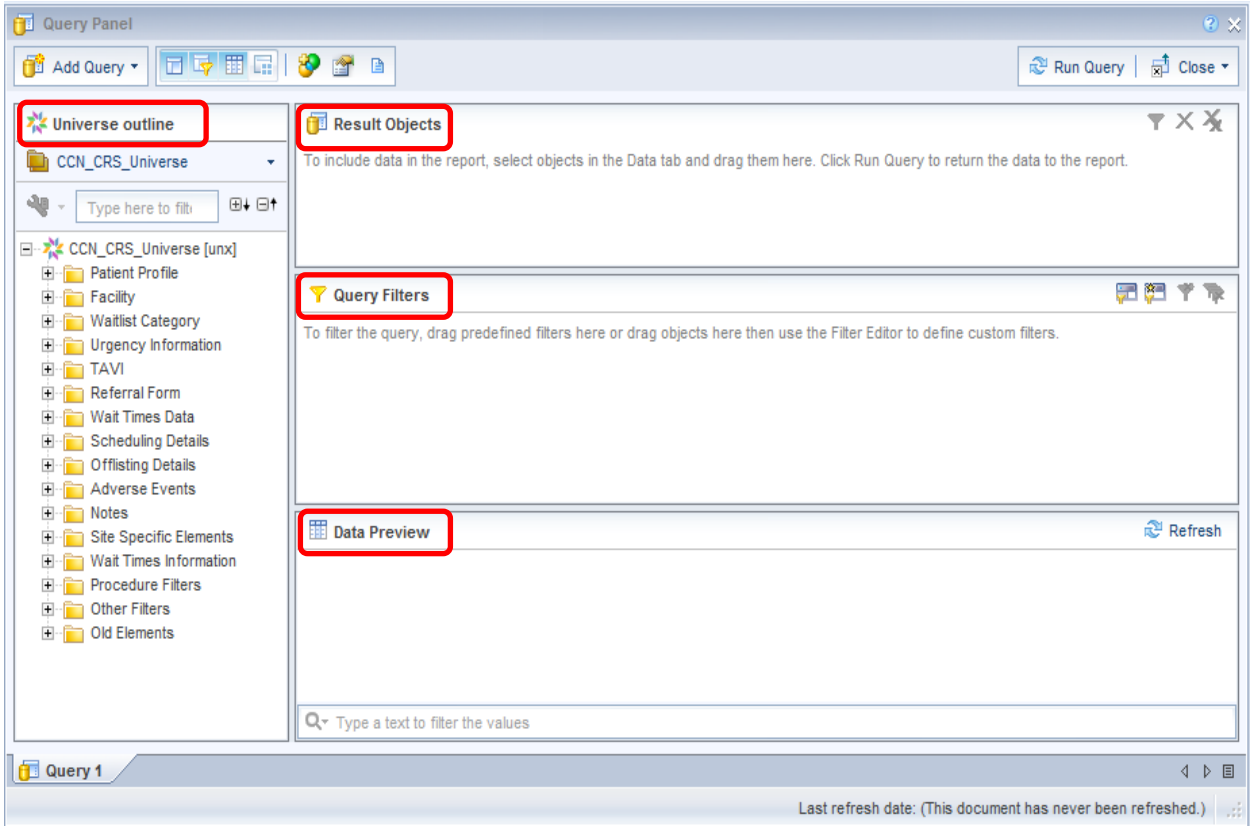
Step 3: In the **Universe** dialogue window, under **Available Universes**, select **CCN_CRS_Universe.unx** and then click **Select**.



3.4 Understanding the Query Panel

This is the panel where you can run a query of the CCN Cardiac Registry. Choose any combination of data elements from the registry, and apply any number of filters to define the query.

1. **Universe Outline** - Contains a search box and sets of folders with all available dimensions, filters and measures. We have kept the folder structure and naming convention the same as the CCN Cardiac Registry.
2. **Result Objects** - The selected objects that will be displayed in the generated report—these will be the columns for your data (i.e. Patient Full Name, Health Card Number, Address).
3. **Query Filters** - This serves as your filter(s) for your data. You may drag predefined filters here, or you may use dimensions to filter as well. Think of this as your funnel to cut out data you do not require (i.e. Data Range, Age, Procedure).
4. **Data Preview** - You may preview your data before running the query here to see how it will look before running a full query (200 rows).



3.5 Using the Query Panel

Next, we will use the Query Panel to create a basic query.

1. We are going to want to find **Patient Full Name** and the **Age** for all patients. To do this you must first open the **Patient Profile** folder and the **Patient Demographics** sub folder. Now we can drag **Patient Full Name** and **Age** in to the **Result Objects** container as shown below.

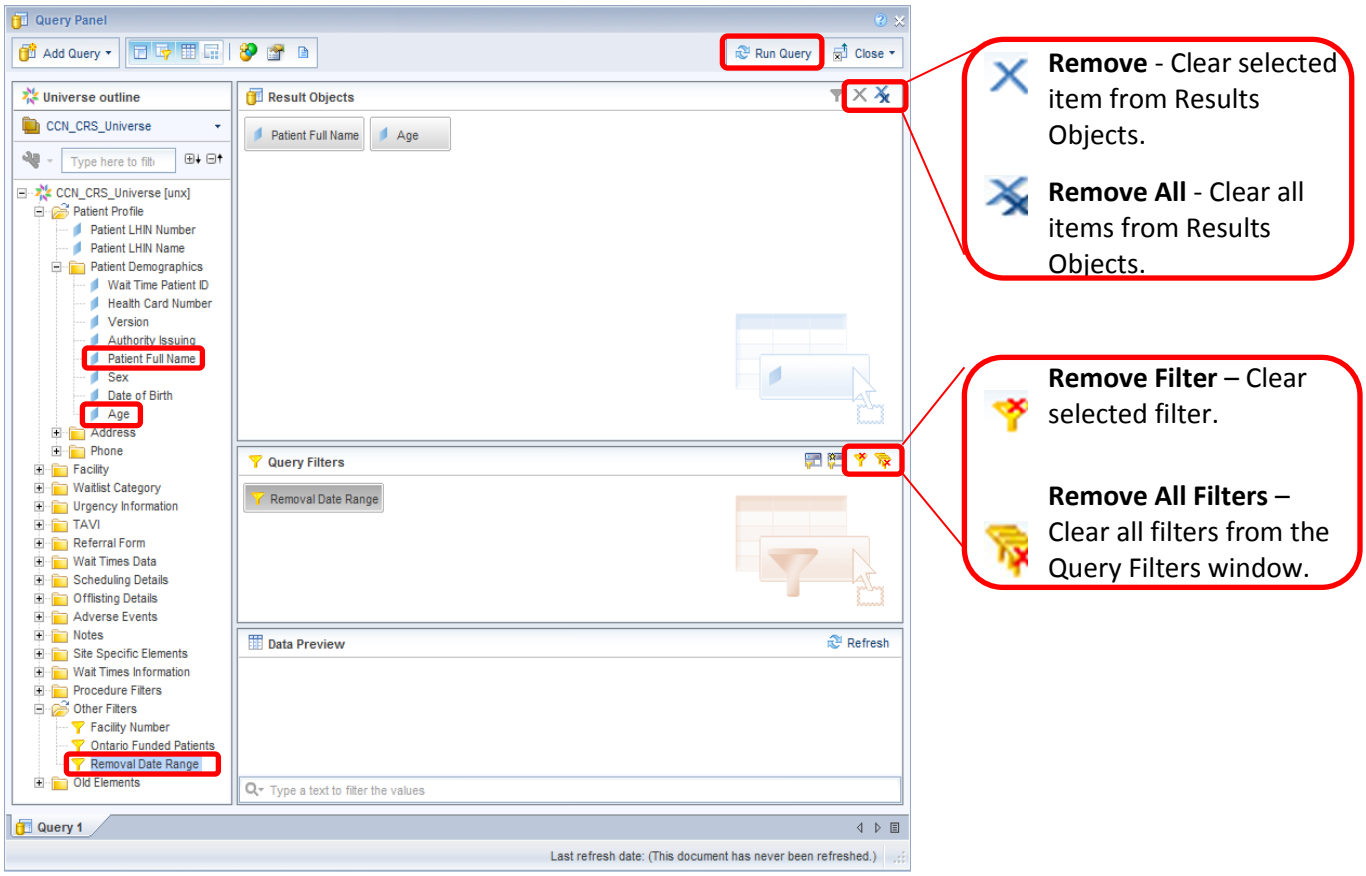
2. For the next part we only want to grab patients from December 2014. To do this we need to add the **Removal Date Range** filter that is located in the folder called **Other Filters**. Find this filter and drag it into the **Query Filters** container. This filter will allows us to choose a date range for our dataset (December 1, 2014 to December 31, 2014).

3. Once you are satisfied with your query, you may run it by clicking **Run Query** at the top right of the **Query Panel**.

Dimension – Data elements (i.e.Waitlist Entry ID) in the CCN Registry. These fields can be used in the 'Results Objects' and 'Query Filter' window.

Measure – Calculations in the CCN Registry. These fields can be used in the 'Results Objects' and 'Query Filter' window (i.e. Wait 1, Wait 2).

Filter – Defined groups of dimensions that enable one to quickly build a specific query. These filters can only be used in the 'Query Filter' window.



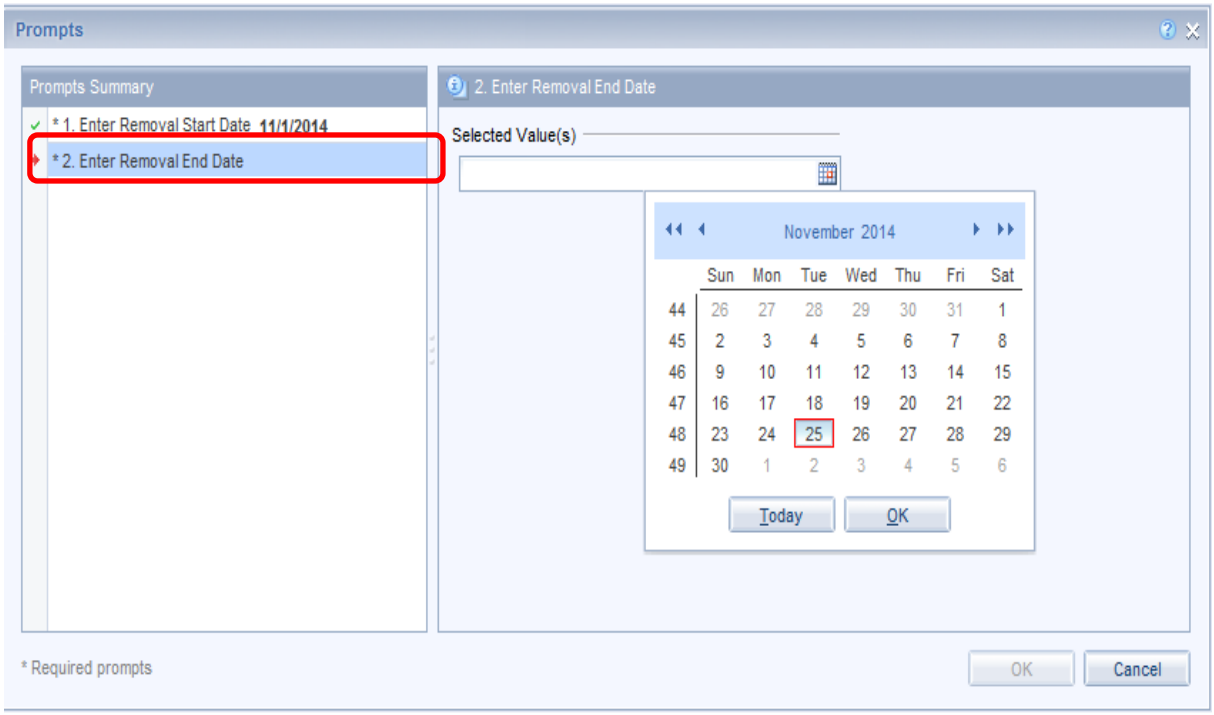
3.6 Filter Prompts

After running your query, depending on your filters, you may be prompted to enter values for your filters. Select your prompts (i.e. **Enter Removal Start Date**, **Enter Removal End Date**) and then select a value for each date by clicking the Calendar Icon and then clicking **OK**.

Keep in mind the following icon definitions:

- Requirement has been met
- Required field

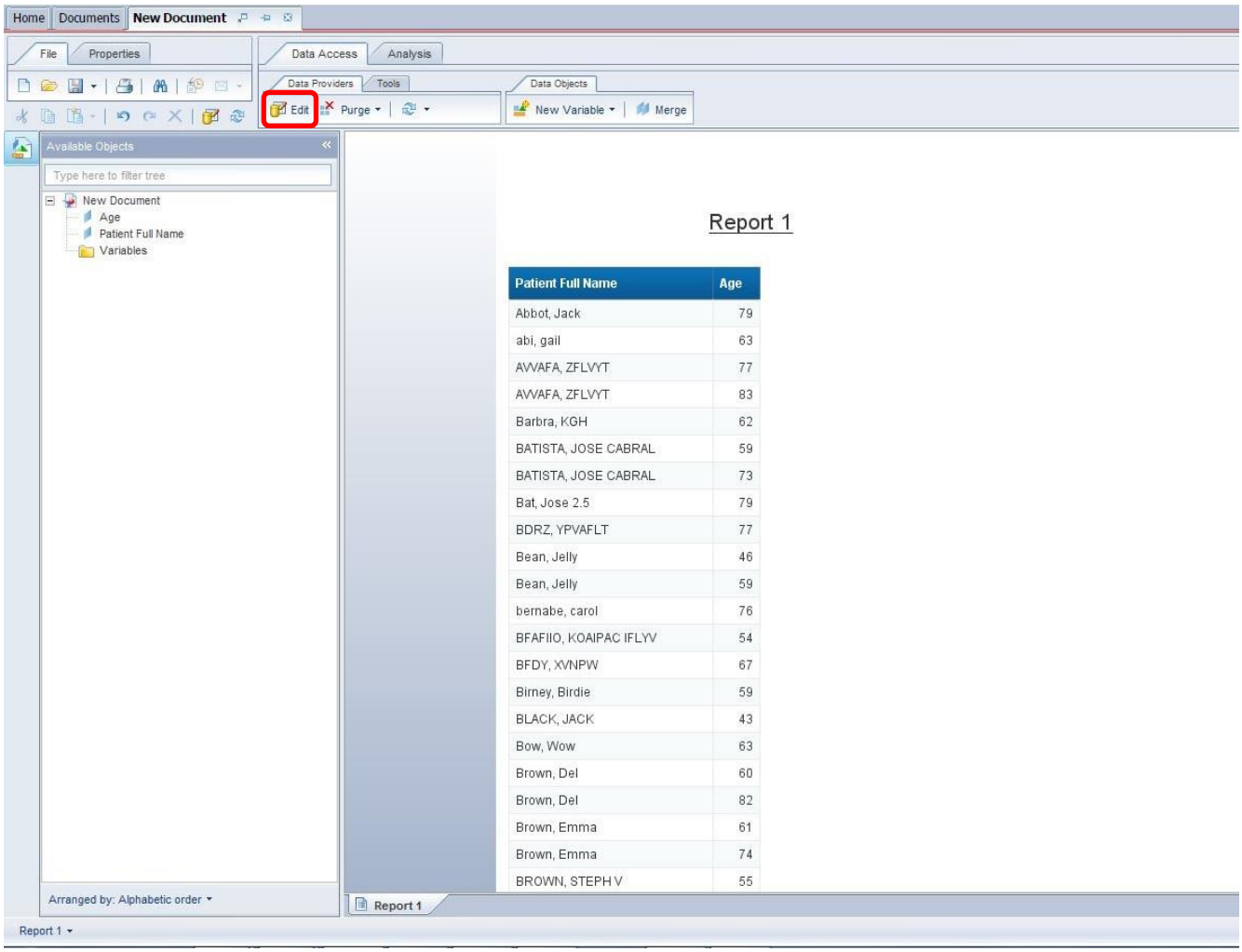
If not all prompts have been filled with values, the **OK** button will be grayed out.



3.7 Report Panel & Editing a Report

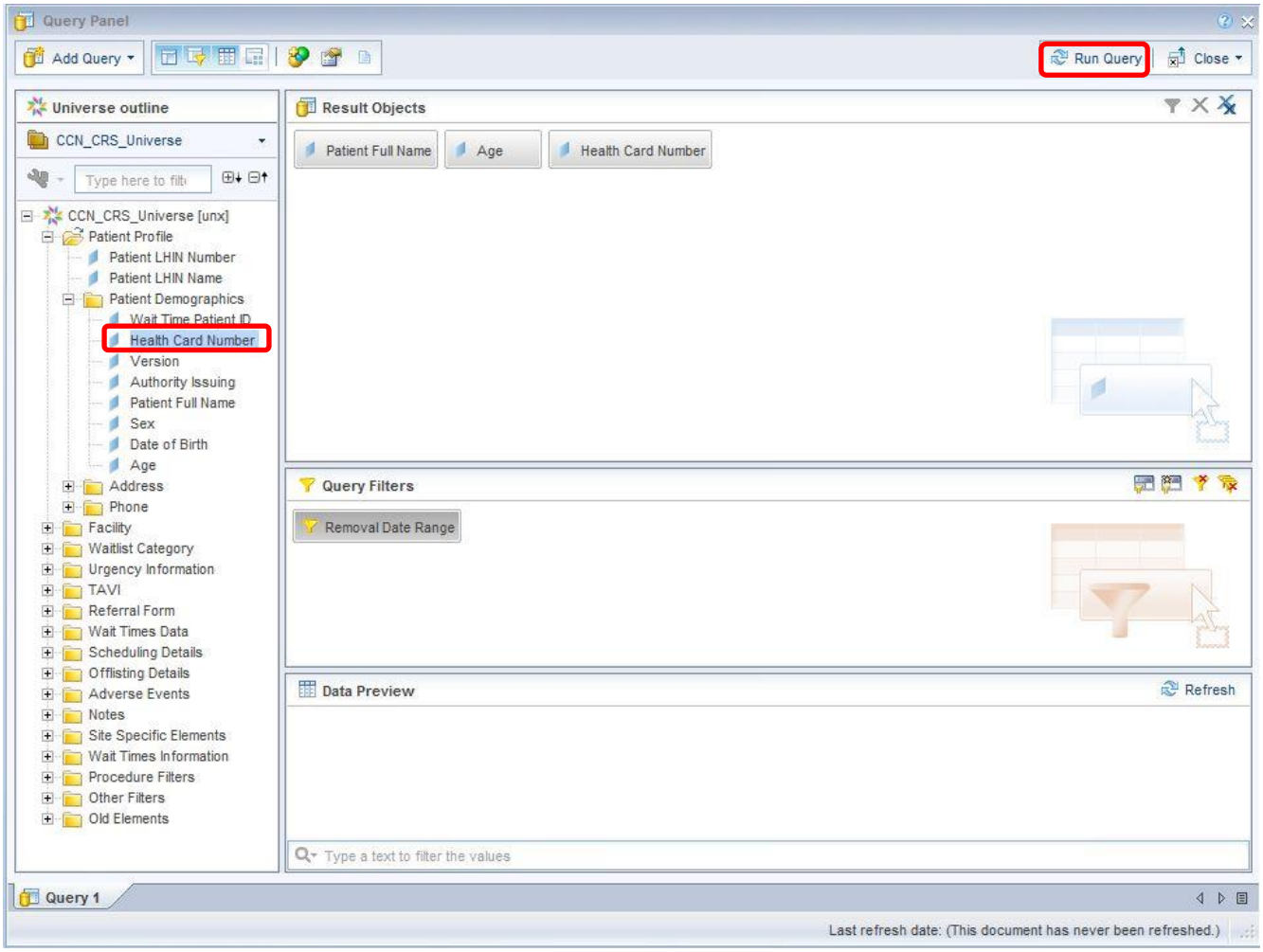
After filling in the prompts, you should be redirected to the **Report Panel** as shown below. The **Report Panel** is where you view your results, make changes, save the query, export data, etc.

To make changes to your report all you have to do is click the **Edit** button on your tab as shown below. This will bring you back to the **Query Panel** where you can make any required changes.

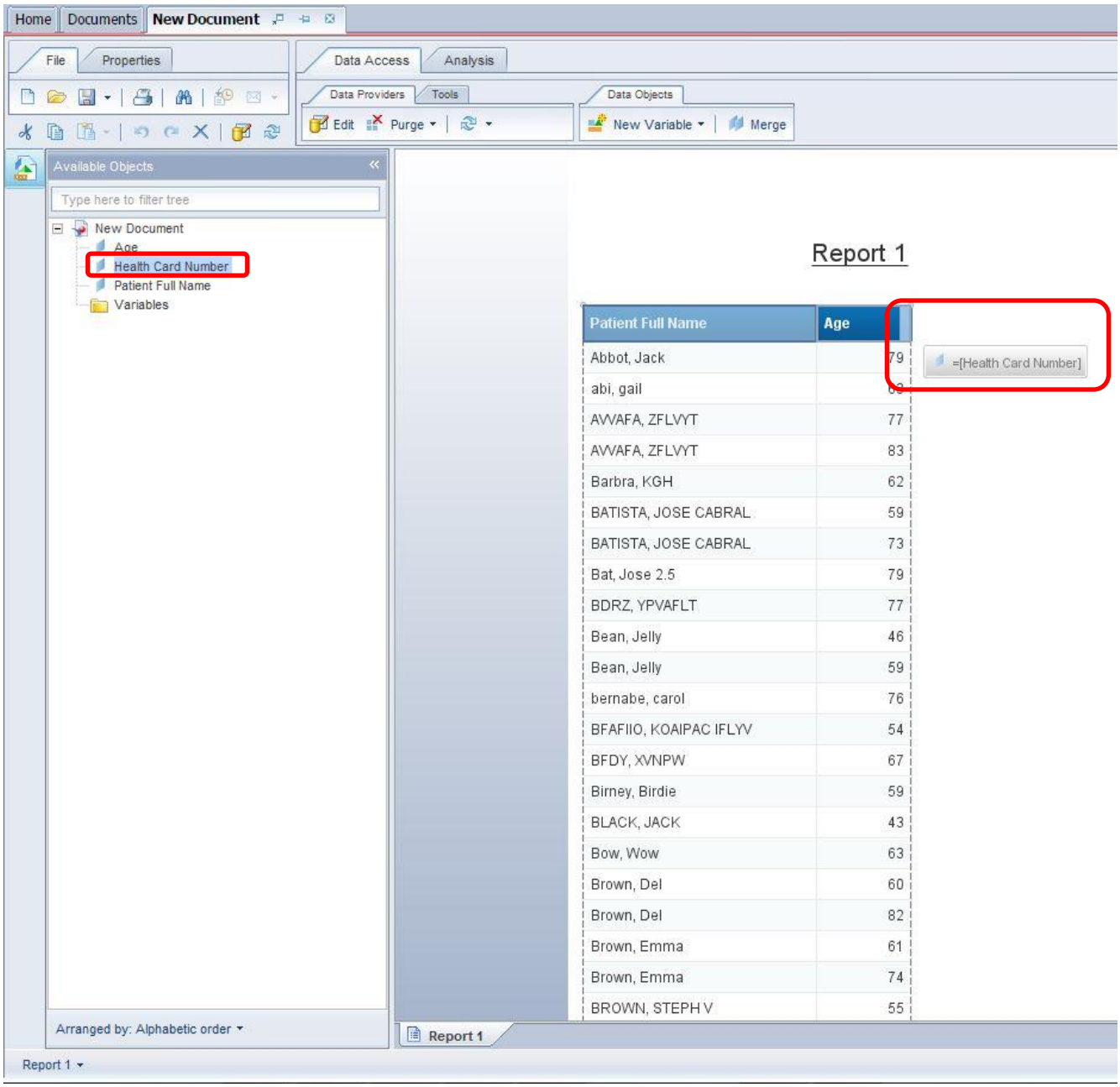


Upon clicking **Edit**, you will be returned to the **Query Panel** where we will be adding **Health Card Number** to be part of the report as shown below. **Health Card Number** can be found under the **Patient Demographics** subfolder of the **Patient Profile** folder. Drag **Health Card Number** to the result objects tab for it to become part of your report. Now you are ready to rerun the report by clicking **Run Query** again.

Once you have clicked **Run Query** the prompts window will reappear with your previously entered values. Click **OK** to proceed.



Once you have made all of your changes and rerun the report, you will notice in the **Report Panel** that the newly added fields are not showing up in your table. The new fields have been added to your **Available Objects** tab and are ready to be used. All you have to do is drag the new fields (i.e. **Health Card Number**) into the table on any side of an existing field until a light blue rectangular icon appears.

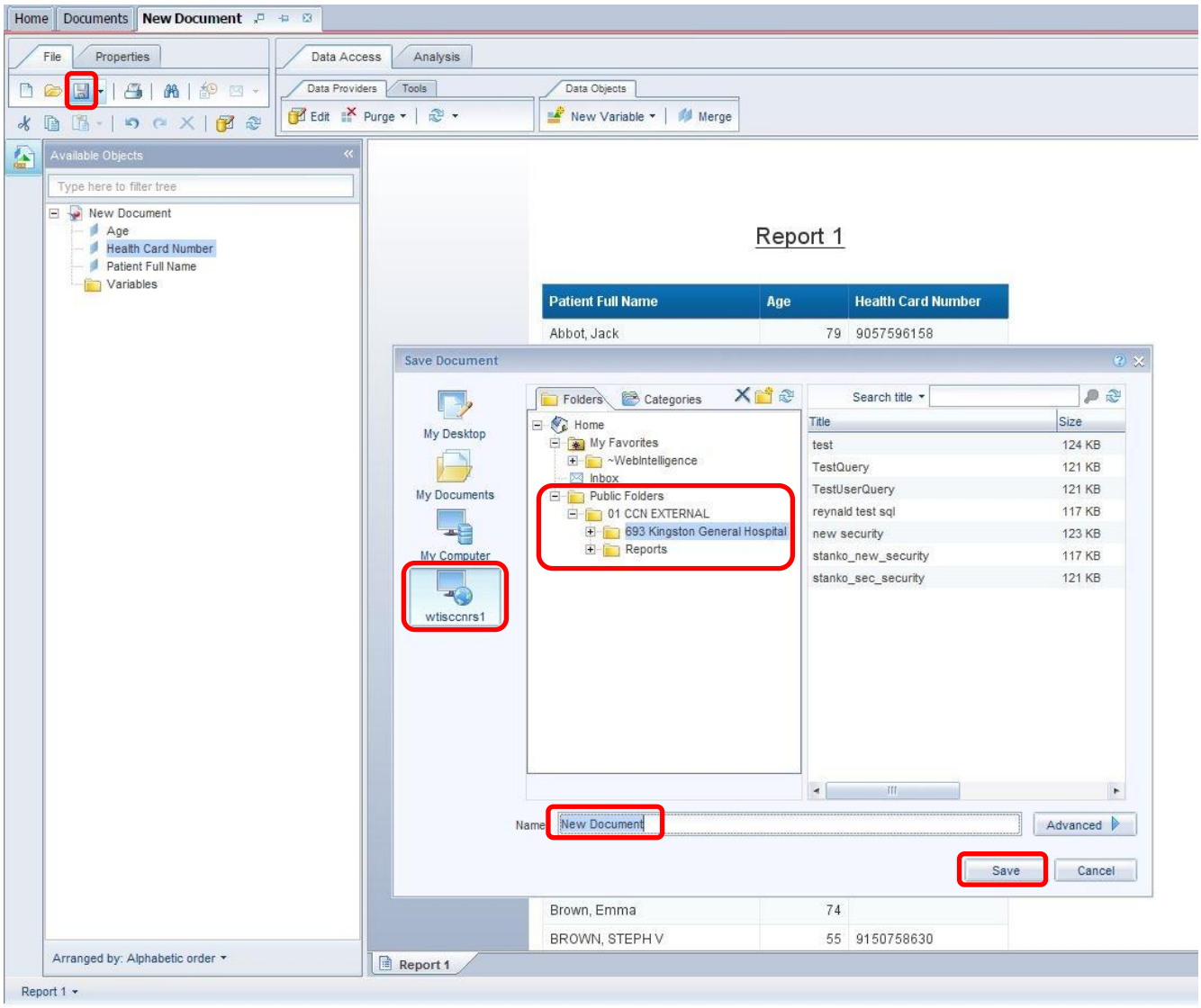


4. Saving a Query

Once you are happy with your results it is highly recommended that you **Save** your query as it can be reused by yourself or other colleagues. This also allows us at **CCN** to look at your queries and if something is going wrong we can see exactly where the problem is. To do so, click the **Save icon** and try to give your document an informative name.

*****IMPORTANT*****

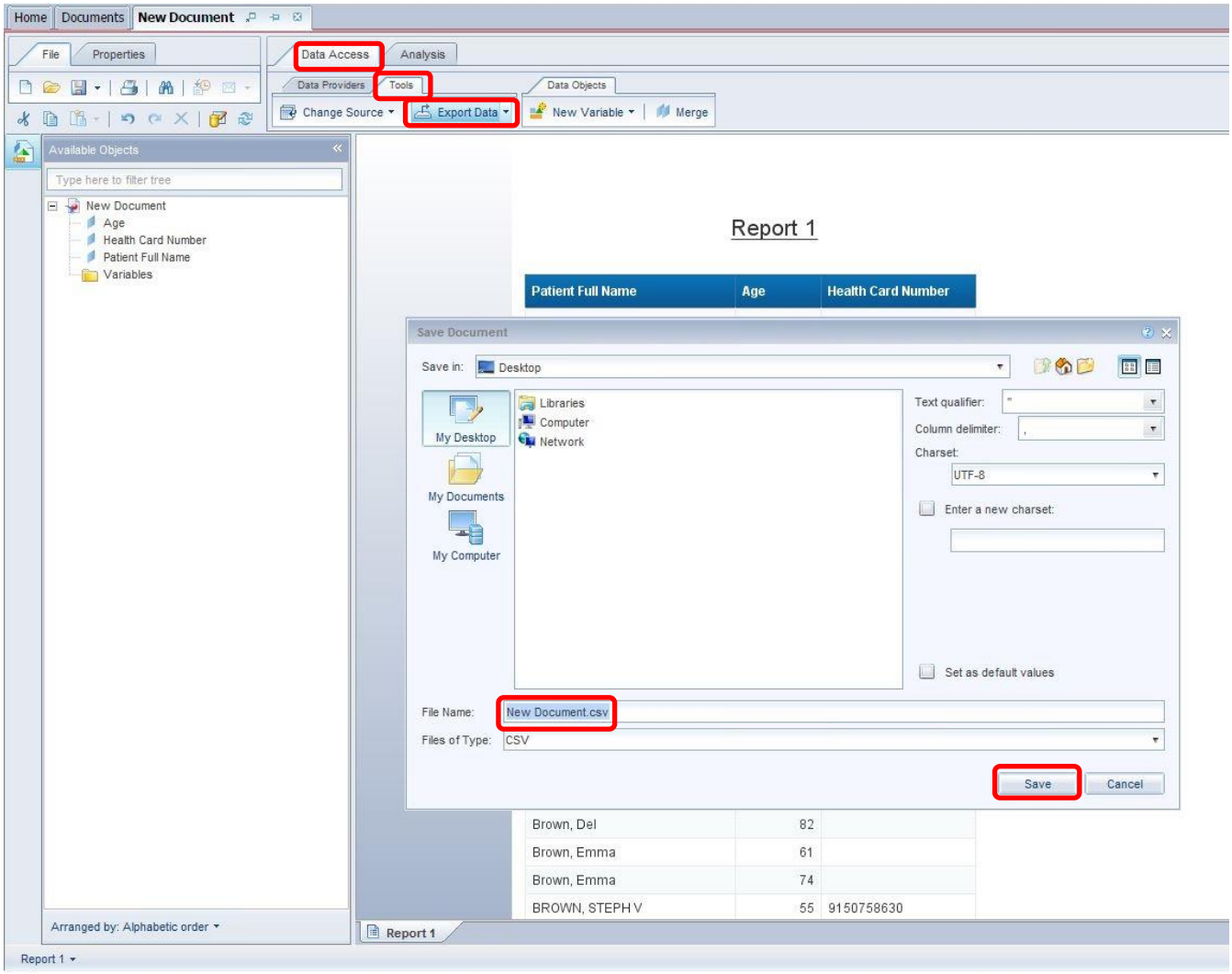
*When saving your queries, always make sure you are saving them on the server **wtisccnrs1**. This will always be the default location when saving a **Query** and also you will not be able to save anywhere else except your own ***Hospital Name*(i.e. 693 Kingston General Hospital)** subfolder of **01 CCN EXTERNAL** subfolder of **Public Folder.** It is advised that you create a subfolder in your hospital folder with your own name for a cleaner structure. To do this, click the new folder button at the middle top of the new screen.*



5. Exporting a Report

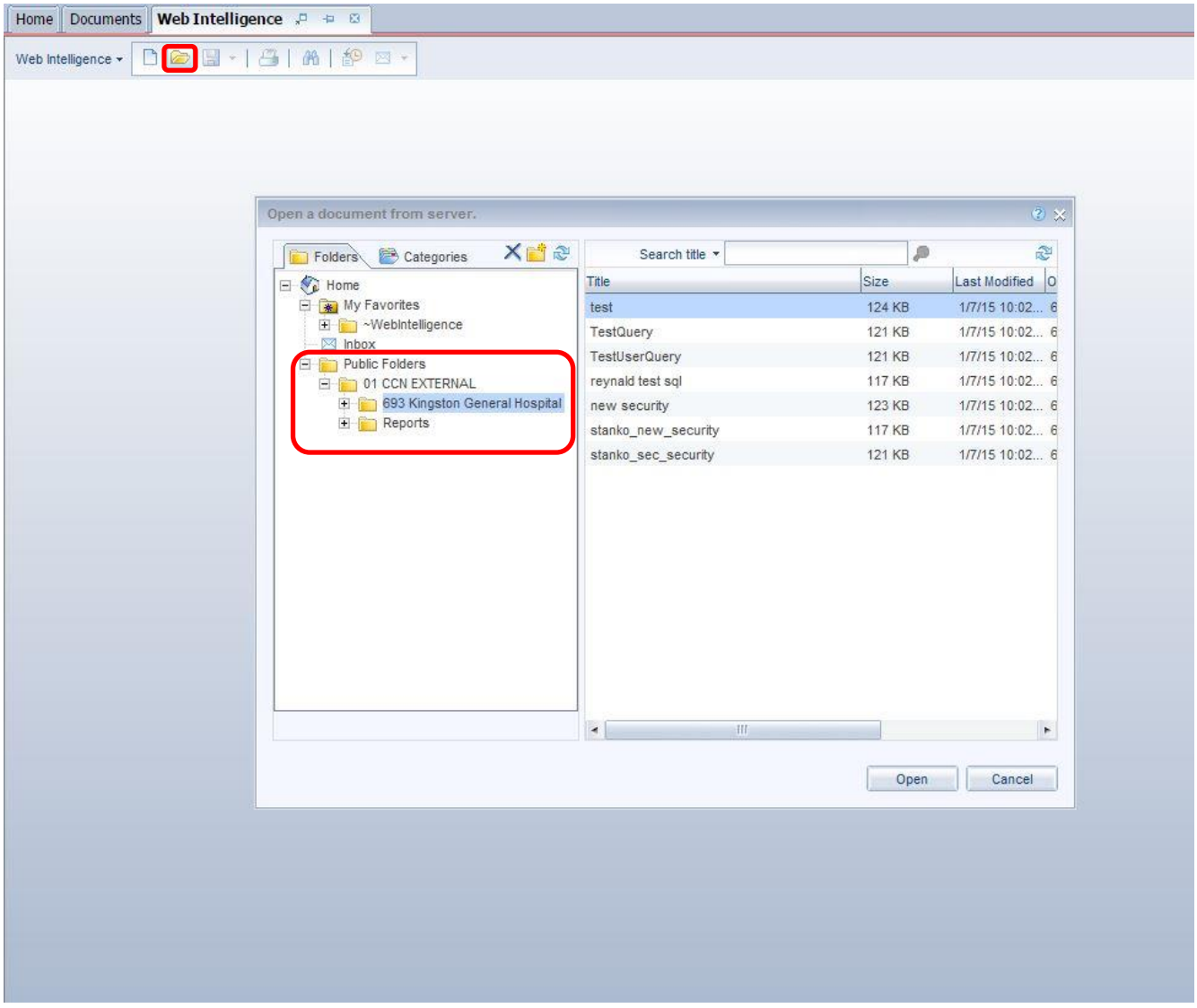
Now you are ready to **Export** your data to Excel and continue manipulating the data there.

To do this first, you need to make sure you are in the **Data Access** tab as shown below. Then select the **Tools** subtab and click on **Export Data.** This will open a new window where you can name your document and select where you would like to export it to. Saving your document this way does not save the query, only its results. This means that you can only rerun the document if you save it as described in the section **"Saving a Query"**.Once ready, click **Save**.



6. Open an Existing Query

To open a pre-existing query**,** you must be at the landing page of the **Web Intelligence** tool. From here, you want to select the **Open Existing Document** button and that will open a new window. Expand the folders, starting with **Public Folder,** then **01 CCN EXTERNAL,** and finally ***Hospital Name*(i.e. 693 Kingston General Hospital**) folder. You should be able to see your folder name if you have created one, if not you should see all the queries your hospital has created.



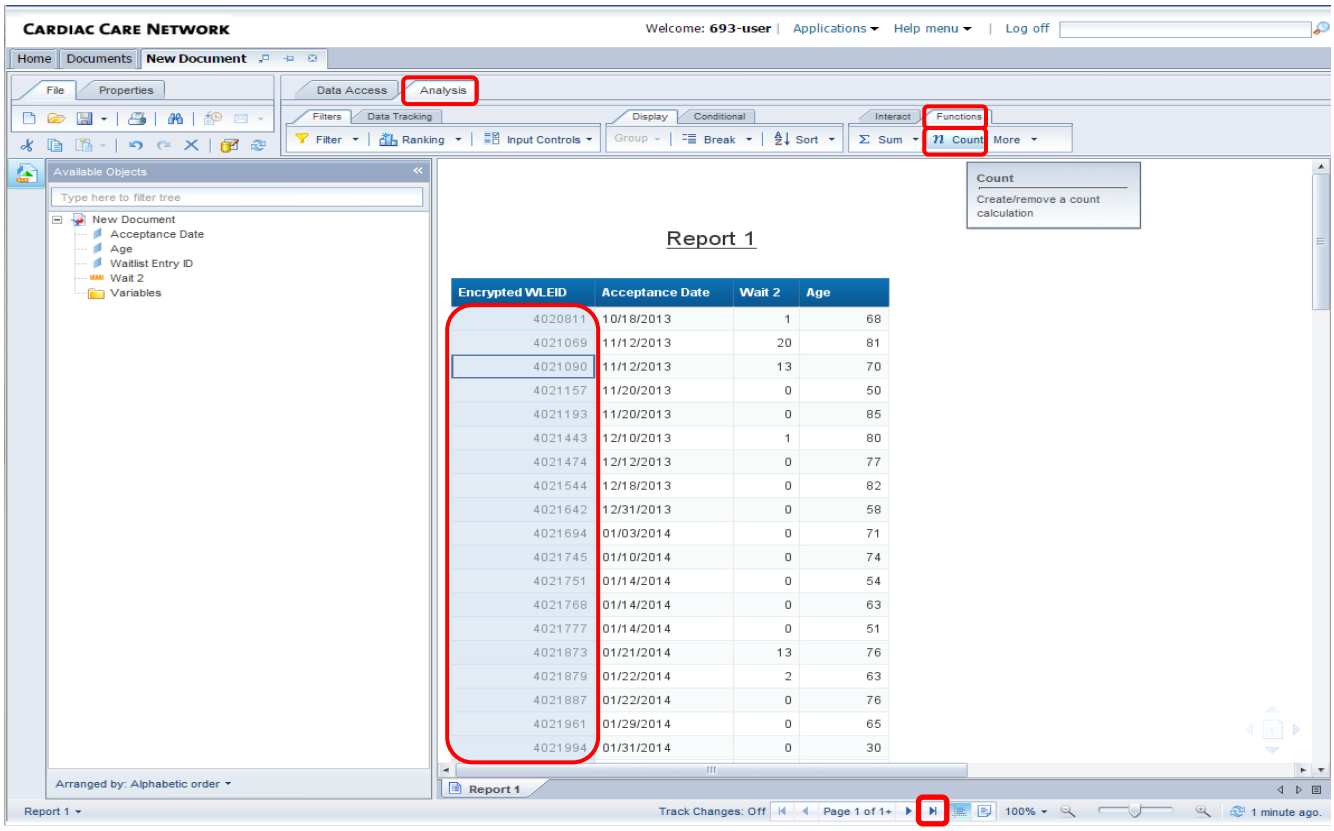
Advanced Training

1. Count Function

The remainder of the document will be about the more advanced functions that Web Intelligence has to offer.

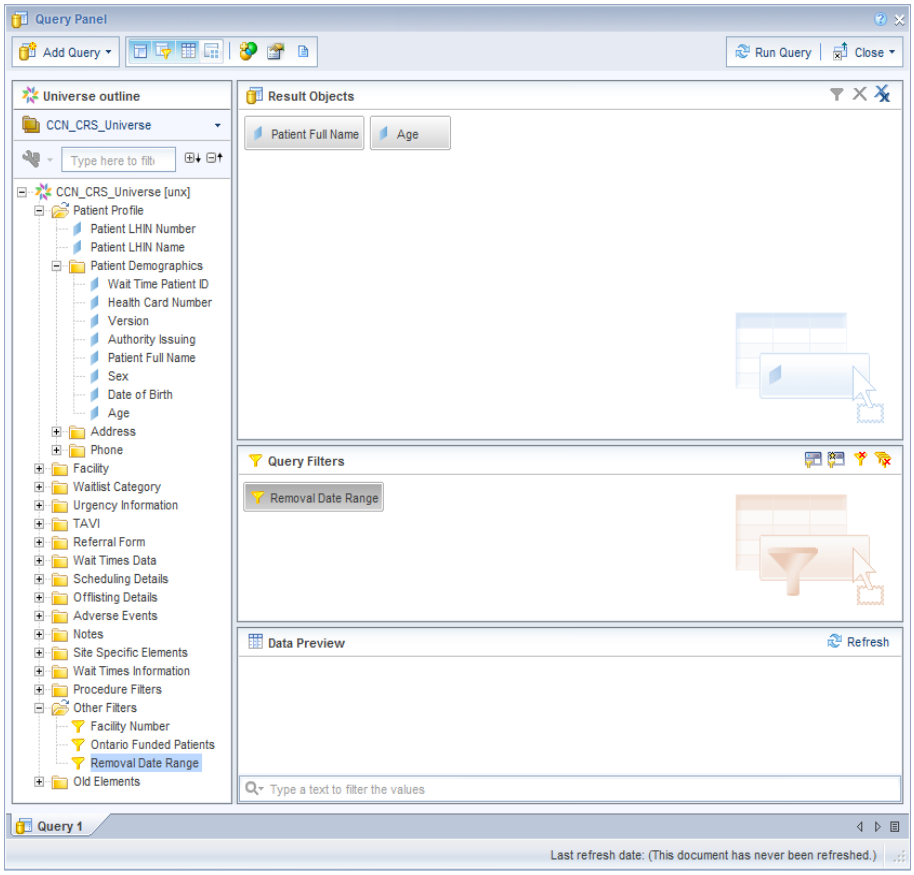
First let's talk about counting the number of distinct Waitlist Entry ID results there are; this will show us the amount of procedures that match your defined filters by following the next steps.

1. You must first select the column you want counted. For this example it's the **Encrypted Waitlist Entry ID**.
2. Select **Analysis** tab and then **Functions** tab on the left side of the screen.
3. Click the **Count** button.
4. The result of the **Count** feature is always displayed at the bottom of the column on the last page of the report. To advance to the last page, you can click the  icon at the bottom of the application.



2. Complex Query

Here you will learn how to build complex queries to retrieve specific data from your hospital. The following examples can be followed through in your query panel.



2.1 Dimensions as Filters

Query filters are fields that the user selects in order refine data into what is needed. In the example below, we would like to see all records that have a **Scheduled PCI** within a specific removal date range. In order to do this, we would need to find all records where **Scheduled PCI** was selected. We do this by dragging the **Scheduled PCI** dimension and the **Removal Date Range** filter into the **Query Filters** section of the **Query Panel**. To only retrieve **Scheduled PCI** cases we need to give the dimension a value of 'Y' so the Web Intelligence knows we are only looking for **Scheduled PCI** cases as shown below. Upon running the query you will be prompted to enter the date range values.

See **Advanced Training – 2.3 Query Filter Prompts** section for more details.

2.2 Complex Queries

In the example below, we would like to see all records that have a **Scheduled PCI** or a **Staged PCI** completed within a specific **Removal Date Range**. In order to do this, we would need to find all records where the **Scheduled PCI** or **Staged PCI** fields were selected. We do this by selecting adding the **Staged PCI** dimension to our existing **Query Filters**.

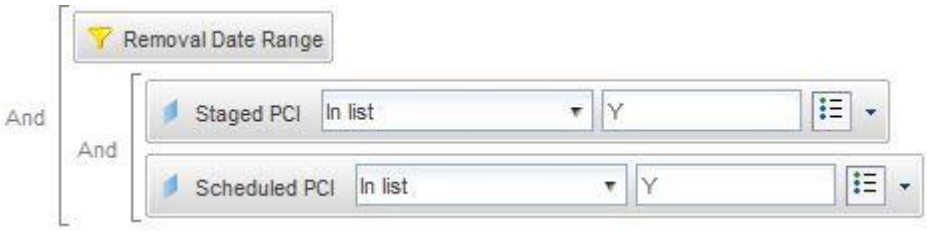
It should look like this:

Notice that the 3 fields are in the same "**AND**" bracket. This is known as a condition. The query in its current form translates to "If **Scheduled PCI** and **Staged PCI** are both checked off within a specific **Removal Date Range**, return selected records". Since this is an impossible scenario, as only one of those can be selected at a time, this query will return no results. To get what we really want we have to edit this a bit further (see next page).

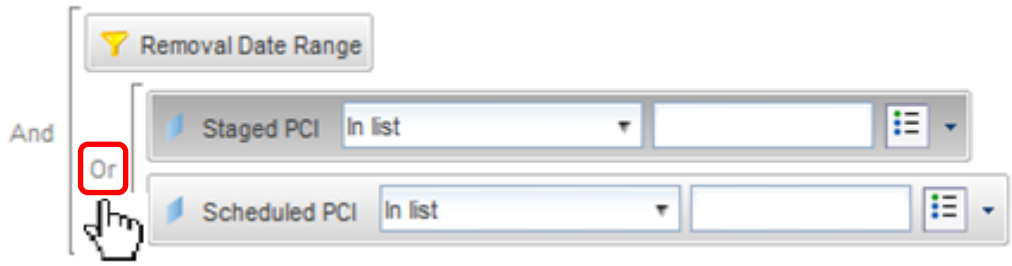
For our query to return all Scheduled PCIs and Staged PCIs we need to do the following two steps:

1. To create some flexibility with your query you want to drag one of the fields that contradict each other onto the other to create a new bracket as shown below:

To get the following:



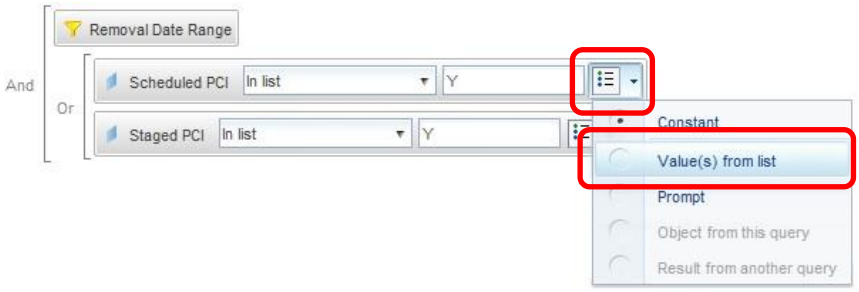
2. If it did not work well start over with the Query Filters until you get the hang of it. Next, we want to change the "**AND**" on the new bracket to an "**OR**" condition. To do this, click on the **"AND"**.



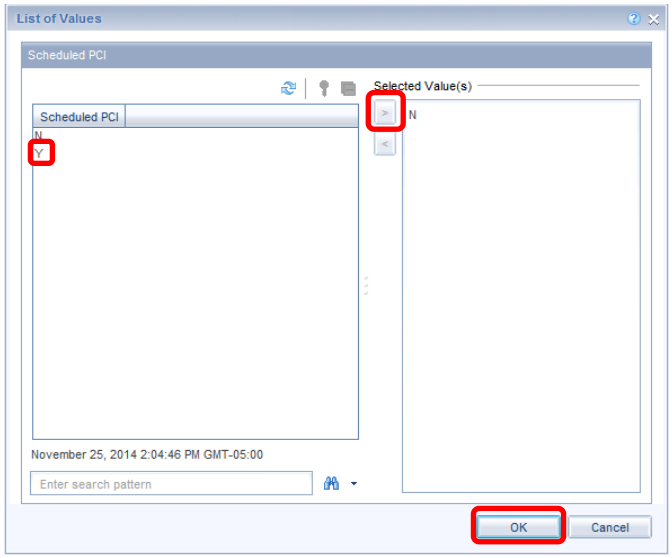
Now the query translates to: "If **Scheduled PCI** **or** **Staged PCI** are selected within the **Removal Date Range**, return those records with the selected columns in the **Result Object** section".

2.3 Query Filter Prompts

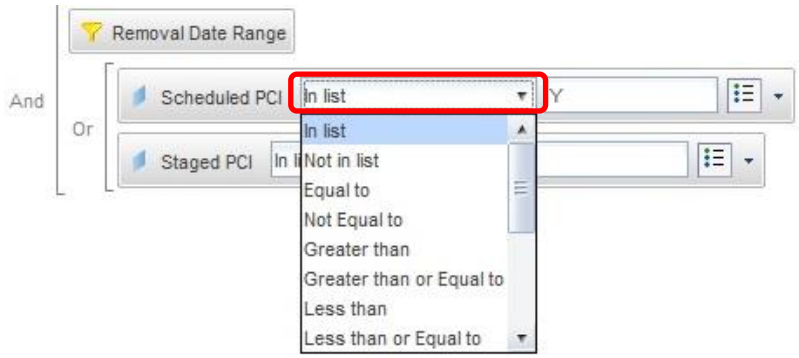
When filtering with **Dimensions**, they need to be told what values you require (i.e. 'Y','N','NULL','2'), otherwise they will not return correct data. If you do not know what some of the options for the values are you can click the **Value(s) from list** button from the dropdown.



This will trigger a new window that will show you all the possible scenarios for that **Dimension**. Select the one(s) you would like (in some scenarios you may select more than one), then click the little arrow, and click **OK.**



You may also change how the prompt values are being used by each **Dimension**. For our example we have it as **in list** witch works just like **Equal to** but you may need to change this in the future depending on your scenario. Check the next pages for detailed a explanation of all the options in the dropdown.



2.4 Query Filter Operators

Operator	Retrieves Data	Example
Equal To	Equal to the specified value	{Waitlist Entry ID} Equal to 100001 retrieves data with the Waitlist Entry ID of 100001
Not Equal To	Not equal to the specified value	{Waitlist Entry ID} Not Equal to 100001 retrieves data other than Waitlist Entry ID of 100001
Greater than	Greater than the specified value	{Removal Date} Greater than 2013-01-01 retrieves data for all Removal Date greater than 2013-01-01
Greater than or Equal to	Greater than or equal to the specified value	{Removal Date} Greater than or Equal to 2013-01-01 retrieves data for all Removal Date greater than and including 2013-01-01
Less than	Less than the specified value	{Removal Date} Less than 2013-01-01 retrieves data for all Removal Date less than 2013-01-01
Less than or Equal to	Less than or equal to the specified value	{Removal Date} Less than or equal to 2013-01-01 retrieves data for all Removal Date less than and including 2013-01-01
Between	Between two values; including these values	{Removal Date} Between 2013-01-01 and 2013-12-31 retrieves data for all Removal Date between and including the specified dates
Not Between	Not Between two values; not including these values	{Removal Date} Not between 2013-01-01 and 2013-12-31 retrieves data for all Removal Date not between and not including the specified dates
Is null	For which there is no value entered in the database	{Removal Date} Is empty value retrives data with no Removal Date entered
Is not null	For which there is a value entered in the database	{Removal Date} Is not empty value retrives data with Removal Date entered
Matches pattern	Includes a specific string value that is like a value.	{First Name} Matches pattern 'And%' retrieves data for any First Name that begins with And (i.e. Andrew)
Different from pattern	Excludes a specific string that is like a value	{First Name} Different from pattern 'And%' retrieves data for any First Name that does not begin with And